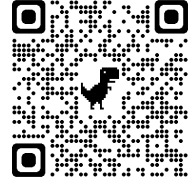




Foundation Academy Room Parent Guide



Room Parent: Volunteers to serve and support the teacher and school in a specific classroom or grade level. The school has Room Parent roles for PK3 - 5th Grades, who get direction from the teacher and facilitate communication, coordinate classroom activities and support the school community.

Room Parent evaluation process:

- Required to submit an online application form
- Teachers review applicants and make one selection each
- Agree to the school's handbook and act in a Christ-like manner
- Must have time/ability to serve (demanding role).
- Person selected creates a sense of community and supportive environment
- One year commitment
- Note: Other ways to volunteer: [Click here](#)

Room Parent Classroom Protocols:

- **Teachers lead**
 - Find out what the teachers want, not what you think they need.
 - If you're uncertain about something, ask.
- **Communication**
 - Before you or other parents come into the classroom, ask the teacher.
 - Avoid making these arrangements during drop-off or pick-up.
 - Do not drop in unexpectedly, this causes disruption.
 - Give all children equal attention - not just your own.
 - No gossip or sharing of sensitive details.

Room Parent Responsibilities: Responsibilities may vary by grades.

- **Pray**
 - Dedicate time monthly to pray for each student in the class.
- **Schedule a Teacher meeting early**

Key Questions to ask:

 - How does the teacher prefer to be contacted by you?
 - How can you best support the class?
 - Do they need weekly help, making copies, snacks, backpack fliers etc..
 - What are your Teacher's favorite gifts, meals, treats, hobbies?
 - What are the teacher's approved classroom events/plans for the year?
 - Confirm food requirements - considering all food allergies/sensitivities.

- **Communication**
 - Teachers are extremely busy - it may take a few days for them to email back.
 - Get teacher permission always before emailing the parents in a group.
 - Communicate with respect and proper wording.
- **Promote & assist with key school initiatives & events:**
 - FA Annual Fund: Annual 10 day fundraiser to support the students/ teachers
 - School events: Promote and distribute flyers, email reminders, as needed.
 - Encourage other parents to attend to build family culture & community.
 - Encourage other parents to volunteer at: foundationacademy.net/volunteer/
- **Teacher Birthday**
 - Send an email reminder to all parents to send in items (e.g Gift card) or collect funds.
 - Send a photo to all parents of what was purchased (e.g. gift basket etc.).
- **Photos**
 - Take photos of all children at in-class events & give to teachers so they can upload to class photo
 - Send to school campus Year-book contacts:
 - Plant campus: Jessica.McCleary@foundationacademy.net & Vanessa.Evans@foundationacademy.net
 - Lakeside Campus: madison.fernandes@foundationacademy.net
- **Parent support**
 - Utilize sign up genius for parents to send in needed items.
 - Participation is NOT required.
 - Ability to suggestion small donations (max per event/activity \$10)
- **Parent Class Roster Contact List**
 - Request the list of Parents Names from the Teacher first
 - Then access the School Directory for the emails to make a list
- **Send an introduction email**
 - Let the teacher read the email first to give their edits before sending.
- **Get support early**
 - Confirm who offered to be an assistant Room Parent & contact ASAP
- **Optional: Schedule Class Coffee “Meet & Greet” with Parents**
 - Schedule after the annual Room Parent Training Meeting
 - Invite the Development team to coffee: Development@foundationacademy.net
- **Grandparents Day In-class Activity**
 - Annually in November at each campus - check the school Calendar.
 - Plan an activity with the teacher for the day in your classroom.

ROOM PARENT ROLE: APPLY HERE

